

City of Saint Paul  
Department of Parks and Recreation  
LINWOOD COMMUNITY RECREATION CENTER  
2010 SMORE FUN PROGRAM



860 ST. CLAIR AVENUE  
SAINT PAUL, MINNESOTA 55105  
651-298-5660

[www.stpaul.gov/parks](http://www.stpaul.gov/parks)

PARENT HANDBOOK

# SAINT PAUL DEPARTMENT OF PARKS AND RECREATION

## 2010 S'MORE FUN PARENT HANDBOOK

### **PROGRAM**

S'MORE FUN is a child care/recreation program for school-aged children, ages 6-12, held at selected recreation centers throughout the City of Saint Paul. Children must have completed kindergarten, and may attend the summer following their 6<sup>th</sup> grade school year.

S'MORE FUN offers recreational, cultural, social and enrichment programs. Activities include field trips, sports, games, arts and crafts, plus S'MORE.

Qualified trained staff supervises all program activities. The maximum staff/child ratio is 1/15 on site, and 1/10 on field trips.

### **ENROLLMENT**

The parent(s) are encouraged to have a conference with the Program Administrator at the program site, prior to a child's entrance into the program. The conference will provide the opportunity for:

1. An on-site visit to view the facilities.
2. Determination if the program is appropriate for your child.
3. Completion of the registration forms.
4. Determination of your enrollment status. Full time status is defined as follows: Five days a week for ten weeks, with one unpaid vacation week allowed. Part time status is defined as follows: Three or more days a week for ten weeks, with one unpaid vacation week allowed.
5. Discussion of fee payment policies and signing of the fee contract.
6. Referral to sources for financial assistance, if needed.

### **FINANCIAL ASSISTANCE**

Financial assistance is available to qualifying families throughout the following programs:

1. Day Care Assistance Program, Title XX: Call Ramsey County Human Services at (651)266-4444.

2. Child Care Sliding Program: Call Resources for Child Caring, Monday-Friday,  
9:00 A.M. - 2:00 P.M., at  
(651)641-6665.

### **FEE PAYMENT POLICIES**

S'MORE FUN is a non-profit program which operates on the fees paid by parent(s) of enrolled children. Therefore, it is essential that your fees be paid promptly and regularly. The cost is \$150.00 a week or \$32.00 per day. Fees are due in advance for service. Failure to pay fees will result in your child's termination from the program. In some cases, it may be possible to arrange an altered fee payment schedule after consulting with the Recreation Center Director/Program Administrator.

### **STARTING MAY 1, 2010 THE City of Saint Paul Will No Longer Be Accepting Checks.**

The city of St Paul is still accepting credit cards or cash for payments

Tuition is due on the first day of the week that your child attends the program. For example, if your child attends the program Monday-Friday, your tuition is due on Monday. If your child attends the program Wednesday-Friday, your tuition is due on Wednesday. **A \$5.00 per day late charge will be added to your fees if tuition is late.**

If your child is absent from the program, our budget demands that we must still collect a fee for that day. This includes sick and impromptu vacation days.

Field trip payments are due on the day of the field trip. **A \$5.00 per day late charge will be added to your fees if the payment is late.** If your child is absent from the program, on a field trip day, our budget demands that we must still collect the field trip payment.

S'MORE FUN closes at **6:00 P.M.** If your child has not been picked up by then, a late fee of \$10.00 will be charged for every 5 minutes past closing time. For example, if your child is picked up at 6:02 P.M., you will be charged a \$10.00 late fee. A child will not be allowed to return to the program until this fee is paid.

**\*THIS WILL BE ENFORCED\***

### **ADVANCE NOTICE FOR VACATION AND ATTENDANCE CHANGES**

Parents may remove their child from the program for up to one week and not be charged a fee, providing a two week advance notice is given.

## **TERMINATION POLICY**

**By Parent:** A written notice must be given at least two weeks in advance for termination from the program. Full fees will be charged when advance notice is not given.

**By S'MORE FUN:** Participation in the S'MORE FUN program may be terminated, immediately, by the staff for the following reasons:

1. Late or non-payment of fees.
2. Chronic late pick-up of a child by parents or other persons given such responsibility.
3. Failure by parents to abide by the policies or procedures outlined in the parent handbook.
4. S'MORE FUN staff's decision that the program is not able to effectively serve the needs of a child or cope with a child's behavior pattern.
5. Parents who refuse to work cooperatively with staff.

## **POLICY FOR ADMITTANCE AND RELEASE OF CHILDREN**

### **Arrival:**

Please walk your child in everyday, do not send your child in alone, and make sure there is a staff person at Linwood before you leave. Staff is scheduled at 7:00 A.M. For S'MORE FUN to accept legal responsibility, children must be signed in by a parent or authorized person. Your child must be signed in every morning. Early arrivals will not be accepted.

If your child is going to be absent or later than usual, please notify the staff.

NOTE: There may be days when your child must be at the program by a certain start time due to a special event or field trip. You will be notified of these times in advance. Staff will not be staying on site to wait for children who are scheduled to attend but are late or not present.

### **Departure:**

Be sure the S'MORE FUN staff know that your child is leaving. For S'MORE FUN to accept legal responsibility, children must be signed out by a parent or authorized person by 6:00 P.M.

If you are planning to pick up your child at a time other than the usual departure time, please notify the staff.

### **Persons authorized to pick up your child:**

At the time of enrollment, you must provide S'MORE FUN with the names of people authorized to pick up your child. It is your responsibility to notify the staff of any changes in the names of people authorized to pick up your child. We will release children only to authorized persons. Photo identification or other official

identification may be required by the staff prior to releasing your child.

If someone other than an authorized person is going to pick up your child, please notify the staff in writing. Again, we will only release your child to authorized persons.

**NOTE: The S'MORE FUN staff must release to a non-custodial parent unless legal documents are provided to us preventing the release.**

#### **PROCEDURES FOR WHEN A CHILD IS NOT PICKED UP BY CLOSING TIME**

Parents will be charged \$10.00 for every 5 minutes past the closing time of 6:00 P.M. For example, if you pick your child up at 6:02 P.M., the late fee will be \$10.00. A child will not be allowed to return to the program until the fee is paid.

After closing time, your child will never be left alone without the supervision of an adult. If after a reasonable length of time the S'MORE FUN staff has not heard from you, they will begin making phone calls in order to locate you or an authorized person to come and pick up your child. If the staff is unable to reach you or an authorized person, they will then call the police and/or proper authorities so that your child can be taken care of until you are able to pick him/her up.

#### **HEALTH, ILLNESS AND EMERGENCY POLICIES**

1. It is the responsibility of the parent to inform S'MORE FUN in writing of any health or medical conditions.
2. A child should not be brought to S'MORE FUN if there is evidence of any type of infectious or communicable disease.
3. If a child becomes ill while at S'MORE FUN, the staff will contact the parents or authorized person and ask that the child be picked up immediately. It is expected that the parents respond immediately for the protection of their child, and the protection of the other children and staff.
4. In the event of a medical emergency or accident, a S'MORE FUN staff person will remain with the injured or sick child at all times. Staff will attempt to contact the parents or emergency persons. When necessary, 911 will be called and the child will be taken by ambulance to the hospital.
5. Suspected cases of child abuse or neglect will be reported to the proper authorities.

The S'MORE FUN staff will inform the Recreation Center Director and the Department of Parks and Recreation of any emergencies or injuries. Accident reports will be completed and kept on file with the Division.

## **POLICY FOR THE EXCLUSION OF ILL CHILDREN**

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from the child care setting until 1) a health care provider has determined the symptoms are not associated with an infectious agent, or 2) there is no longer a threat to the health of other children and/or staff in the child care setting.

### **Exclude children with any of the following conditions:**

<b>FEVER</b>	When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. <u>Auxiliary</u> (armpit) temperature 99 degrees F or higher <u>Oral</u> temperature 100 degrees F or higher
<b>SIGNS/SYMPTOMS</b>	Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by the health care provider to rule out severe illness.
<b>DIARRHEA</b>	Until diarrhea stops or until a medical exam indicates that it is not due to a communicable disease (diarrhea is defined as an increased number of stools compared with a persons normal pattern, along with decreased stool form and/or watery, bloody, or mucus containing stools).
<b>VOMITING</b>	Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).
<b>MOUTH SORE WITH DROOLING</b>	Until a medical exam indicates the child may return.
<b>RASH WITH FEVER OR BEHAVIOR CHANGE</b>	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
<b>EYE DRAINAGE</b>	Until 24 hours after treatment has started when thick mucus or pus drainage is present.
<b>UNUSUAL COLOR OF SKIN, EYES, STOOL, OR URINE</b>	Until a medical exam indicates the child does not have hepatitis A (yellow eyes or skin [jaundice]; grey or white stool; dark, tea, or cola-colored urine).
<b>CAMPYLOBACTERIOSIS</b>	Until diarrhea has stopped. Persons who have Campylobacter in their stools but who do not have symptoms do not need to be excluded.
<b>CONJUNCTIVITIS (Pinkeye)</b>	For <u>bacterial</u> conjunctivitis with pus: until child has been examined by his/her health care provider and until 24 hours after antibiotic treatment begins. Other conjunctivitis without pus: no exclusion necessary.
<b>CROUP</b>	Until child is without fever for 24 hours and is well enough to participate in normal activities.

<b>CRYPTOSPORIDIOSIS</b>	Until diarrhea has stopped. Persons with <i>Cryptosporidium</i> should not swim at swimming beaches or in pools, or use spas or hot tubs for 2 weeks after diarrhea has stopped.
<b>CYTOMEGALOVIRUS (CMV)</b>	No exclusion necessary.
<b>DIARRHEA (Infectious)</b>	Until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to child care.
<b>ENTEROVIRUSES (Nonpolio)</b>	For persons with diarrhea, until diarrhea has stopped. No exclusion for mild, cold-like symptoms, unless child is unable to participate in normal activities.
<b>E-COLI/ O157:H7</b>	Until two stool cultures obtained at least 1 day apart have tested negative for <i>E. coli</i> O157:H7.
<b>FIFTH DISEASE</b>	No exclusion necessary.
<b>GIARDIASIS</b>	Until 24 hours after treatment has been started and diarrhea has stopped. Persons who have <i>Giardia</i> in their stools but who do not have symptoms do not need to be excluded.
<b>HAEMOPHILUS INFLUENZAE</b>	Until child has been treated and is well enough to participate in normal activities.
<b>HAND, FOOT, AND MOUTH DISEASE (COXSACKIE VIRUS)</b>	Until fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present).
<b>HEAD LICE</b>	Until first treatment is completed and no live lice are seen.
<b>HEPATITIS A</b>	Consult with your local or state health department. Each situation must be evaluated to determine whether the person with the hepatitis A is still infectious and poses a risk to others.
<b>HEPATITIS B</b>	No exclusion necessary unless child has unusually aggressive behavior (e.g. biting), oozing sores that cannot be covered, or bleeding problems. Hepatitis B carriers with these conditions should be assessed by a team of medical experts, on a case-by-case basis, to determine whether they may attend.
<b>HERPES, ORAL (COLD SORES)</b>	Exclude children who do not have control of oral secretions, as long as active sores are present inside the mouth. No exclusion necessary for children who have recurrent infections (fever blisters and cold sores).
<b>HIV/AIDS</b>	See Recreation Director/Program Administrator.
<b>IMPETIGO</b>	Until child has been treated with antibiotics for 24 hours.
<b>LACROSSE ENCEPHALITIS</b>	No exclusion necessary.
<b>LYME DISEASE</b>	No exclusion necessary.

<b>MEASLES</b>	Until 4 days after the rash appears.
<b>MENINGOCOCCAL DISEASE</b>	Until the child has been on appropriate antibiotics for at least 24 hours and is well enough to participate in normal activities. If an antibiotic is recommended after an exposure to meningococcal disease, child care staff and attendees shall be excluded until treatment has been started.
<b>MONONUCLEOSIS (infectious)</b>	Until the child is well enough to return to normal activities.
<b>MUMPS</b>	Until 9 days after swelling begins.
<b>PERTUSSIS</b>	Until 5 days after appropriate antibiotic begins.
<b>PINWORMS</b>	Until 24 hours after treatment has been started.
<b>PNEUMONIA</b>	Until child is without fever for 24 hours and is well enough to participate in normal activities.
<b>RESPIRATORY INFECTIONS (VIRAL)</b>	Until the child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for respiratory infections without fever unless the child is unable to participate in normal activities or requires greater care than provided by the child care staff.
<b>RESPIRATORY SYNCYTIAL VIRUS (RSV)</b>	Until child is without fever for 24 hours and is well enough to participate in Normal activities.
<b>REYE SYNDROME</b>	Until child is well enough to participate in normal activities.
<b>RINGWORM</b>	Until 24 hours after treatment has been started.
<b>ROSEOLA</b>	Until child is without fever for 24 hours.
<b>ROTAVIRUS</b>	Until diarrhea has stopped.
<b>RUBELLA</b>	Until 7 days after rash appears.
<b>SALMONELLOSIS</b>	Until diarrhea has stopped. Children who have <i>Salmonella</i> in their stools but who do not have symptoms do not need to be excluded.
<b>SCABIES</b>	Until 24 hours after treatment begins.
<b>SHIGELLOSIS</b>	Until treated with antibiotics for 24 hours and diarrhea has stopped. Children who have <i>Shigella</i> in their stools but do not have symptoms need to be treated, but do not need to be excluded.
<b>SHINGLES</b>	If blisters can be covered by clothing or a bandage, no exclusion is needed. If blisters <u>cannot</u> be covered, exclude until the blisters have crusted.



**STREPTOCOCCAL SORE  
THROAT/SCARLET FEVER**

Until 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours.

**TUBERCULOSIS**

Consult with the local or state health department. Each situation must be evaluated to determine whether the person is infectious and poses a risk to others.

**VIRAL MENINGITIS**

No exclusion necessary unless the child has diarrhea or is unable to participate in normal activities.

**YEAST INFECTION (THRUSH)**

No exclusion necessary.

**OTHER INFECTIOUS DISEASES:**

Consult your local or state health department or the child's health care provider regarding exclusion guidelines for other infections not described. Special exclusion guidelines may be recommended in the event of an outbreak of an infectious disease in a childcare setting.

**For more information, you may call Saint Paul - Ramsey County Department of Public Health at 651-292-7704 or your local health department.**

**MEDICATION**

If a child is prescribed oral or surface medication which must be taken while at S'MORE FUN, the **St. Paul Department of Parks and Recreation Medication Authorization for Administration Form** must be filled out completely and turned into the S'MORE staff. (Forms are attached and will also be available from S'MORE FUN staff). The medication MUST be in its original container, properly labeled with the pharmacy name, address and phone number, the child's name, medication name, strength, amount to be given, date prescribed, directions for use, possible side effects, name of physician or other licensed prescriber, and expiration date. Written authorization is also needed for non-prescription medication (cough syrup, pain relievers, etc.). Staff will hold all medication; children will not be allowed to have medication in their backpacks, pockets, etc.

**INCLEMENT WEATHER POLICY**

If severe weather is approaching during S'MORE FUN hours and time permits, parents will be called to pick up their children. If danger is imminent, children will be brought to a safe area in the building. Staff will remain with the children until all of the children have been picked up.

### **MEALS AND SNACKS**

S'MORE FUN will serve breakfast daily at **9:00 A.M.** (unless otherwise noted) and an afternoon snack at no additional cost. Children must bring a bag lunch daily. Refrigeration but no microwave will be available, so please plan accordingly. Check with staff regarding rules relating to other food being brought to S'MORE FUN.

In the event that parents would like to help celebrate a child's special day (such as a birthday). The staff would appreciate an opportunity to plan ahead for this event. State Law requires that only wrapped, purchased food may be sent with your child to share with others. Please do not send hard candy such as suckers or jaw breakers.

Please inform the staff if your child has any special dietary needs. Within reason, accommodations can be made.

### **PERSONAL BELONGINGS**

S'MORE FUN is not responsible for lost or stolen items. Space will be provided for your child's coat and bag. Children are strongly recommended NOT to bring valuables to the program. If they do, it is at their own risk. All items and clothing should be labeled with your child's name for easy identification.

### **CELL PHONE POLICY**

Linwood will be following the same policy as the St. Paul Public Elementary schools and will be prohibiting the use of cell phones and electronic devices. If you need to get an important message to your child during the day, please call Linwood Recreation Center at 651-298-5660. We will get your message to your child.

### **CLOTHING:**

Unless it is raining, the children will spend some time outside every day and should be properly dressed for the weather.

### **MONEY:**

It is NOT recommended that children bring money to S'MORE FUN at any time. However, on field trips children may bring a limited amount of money depending on the trip. They must be responsible for their own money and any items they purchase. Children should keep their money in their pockets or in a fanny pack. Staff will not be responsible for or hold onto money for your child.

### **SUNSCREEN**

Linwood will not provide sunscreen for the children to apply during the day. It is the responsibility of the child to apply the sunscreen; staff will only assist when needed.

**\*LINWOOD WILL NOT BE HELD RESPONSIBLE FOR SUNBURNS\***

### **S'MORE FUN SUPPLIES**

Parent fees are used to purchase all of the outside equipment, gym balls, games, toys, crafts, etc. If your child is disrespectful or careless with these items, the child will be responsible for replacing lost or broken items.

### **FIELD TRIPS**

Please take notice of the special trips and discuss them with your child. All children are expected to participate in the field trips. The staff will accompany the children on the field trip, there will be NO staff left at the center. There may be an additional cost for field trips.

### **DISCIPLINE POLICY**

S'MORE FUN staff will provide clear, reasonable limits for children's behavior and maintain them. Positive behaviors will be reinforced and negative behaviors identified and redirected. Children will be helped to recognize and identify their feelings as valid and acceptable. Staff members will intercede if a child's behavior is harmful to him/herself or others.

Every effort will be made to communicate and solve individual behavior situations, however, S'MORE FUN reserves the right to ask any child to leave the program for his/her own betterment or the welfare of the group. The following are steps that will be taken as a result of negative behavior:

1. S'MORE FUN staff will discuss the behavior with the child, reiterate rules, and problem solve how the child can be more responsible.
2. Informal talk with parent(s), possibly including the child.
3. If the child's behavior does not improve, the parent will be asked to come in for a conference.
4. The child is terminated from the S'MORE FUN program when all of the above steps have not been successful.

### **RECEIPTS AND TAX STATEMENTS**

Linwood will provide a receipt for all payments received. It is the responsibility of the parent to keep track of these receipts for their records. Linwood WILL NOT provide second copies of receipts, or produce printouts of monies collected. NO tax statements will be issued.

### **REGISTRATION**

All of the following forms must be completely filled out and turned in before your child is permitted to register for the Linwood S'MORE FUN Program. **Incomplete forms will not be accepted.** Registration will be open to the public beginning Wednesday, April 21, at 9:00 a.m.

Revised March 2010